ClearSkai TECHNOLOGIES

CONTRACT / CLOSE · SCOPE

Scope of Work Form

Final written scope for selected package, pages, forms, automations, integrations, add-ons, exclusions, timeline, revisions, and responsibilities.

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Document	
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Replaces	ClearSkai_Scope_of_Work_Form_v5-1.pdf
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Prepared for

CLIENT NAME & COMPANY

PROJECT / BUILD NAME

CLIENT EMAIL

Get back to building where it matters most.

PROJECT SCOPE

Scope of Work Form

This is where final scope, deliverables, milestones, and responsibilities are confirmed before work begins.

CLIENT / COMPANY

PROJECT / BUILD NAME

FINAL SELECTED PACKAGE

DATE

ESTIMATED START DATE

ESTIMATED LAUNCH DATE

Selected Package

- [ ] Starter Website
- [ ] Growth Website
- [ ] Pro Build Website
- [ ] Custom Build

PROJECT SCOPE

Pages, Forms, Automations & Integrations

List exact deliverables included in the build.

Pages / Routes Included	Purpose	Included?	Notes

Forms Included	Notifications / Routing	Included?	Notes

Forms Included	Notifications / Routing	Included?	Notes

PROJECT SCOPE

Automations, Integrations & Add-ons

Document exactly what is included and what is not included.

Automation / Integration	Tool / Account	Included?	Notes

Add-on Selected	Investment	Included?	Notes

Add-on Selected	Investment	Included?	Notes

PROJECT SCOPE

Exclusions, Timeline & Responsibilities

Clear expectations prevent confusion and change orders later.

WHAT IS NOT INCLUDED

CLIENT RESPONSIBILITIES

CLEARSKAI RESPONSIBILITIES

INCLUDED REVISION ROUNDS

TIMELINE NOTES

Signatures

CLIENT

SIGNATURE / TYPED NAME

PRINTED NAME / TITLE

DATE

CLEARSKAI TECHNOLOGIES

SIGNATURE / TYPED NAME

PRINTED NAME / TITLE

DATE